



OFFICE OF THE MAYOR Types of Ceremonial Documents

All requests must be local and within the City of Dallas limits. Ceremonial documents will **not** be issued for events held outside the City of Dallas or issued to non-residents.

Proclamations may be requested for the following occasions:

- Civic, cultural, and historical celebrations
- Centurion birthdays (100+ years)
- Centurion anniversaries of major institutions, companies, and houses of worship (100+ years and every 5 years after)

Special Recognitions may be requested for the following occasions:

- Professional celebrations and events
- Significant birthdays (80+ years)
- Organizations and individuals who have made a significant contribution to the City and residents of Dallas
- Significant business, community organization, or church anniversaries (25+ years and every 5 years after)
- Retirements

Welcome Letters may be requested for the following occasions:

- Conferences
- Conventions
- Recreational or sporting events
- Family Reunions
- Class Reunions

Congratulatory Letters may be requested for the following occasions:

- Grand Openings (non-business or commercial purposes)
- Graduation
- Special accomplishments/achievements
- Eagle Scout award
- Girl Scout award
- Significant wedding anniversaries